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Executive Assistant to the DCI

Director of Training

Weekly Summary Report

Document No. 108 7 August 1953

NO CHANGE in Class. ☐

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Date: 27/01/78 By: 008

1. Rotation of senior officers out of Training (Special), after tours of duty ranging from two-and-a-half to five years, has necessitated assignments of three new Division and Staff Chiefs and new Chief Instructors of five courses. In every case, the new incumbent had to be found within TR(S) since officers of sufficient caliber and experience were not available from outside. The men appointed to the new positions are themselves already eligible for rotation or will be within a few months.

2. On his inspection trip [redacted] beginning 9 August, the Director of Training will be accompanied by [redacted] Chief of the Maritime Training Branch, and two members of the staff of DD/A. On his visit [redacted] now scheduled for the first week in September, he will be accompanied by [redacted] Chief of the [redacted] Branch, Advanced Training Division.

4. On 4 August, the exhibit on Intelligence Products was staged by the BIC(CS) in the H&S Auditorium. Invitations were sent to DD/P Staff and Division Chiefs to view this exhibit, but the response was poor. This exhibit has now been developed to the point where it is an extremely effective show.

5. Order of Battle bibliography compiled by [redacted] has been published and is now being disseminated by OTR.

6. At the request of the FE Division, DD/P, two members of the Assessment & Evaluation Staff will leave for the Far East on 12 August, their stay not to exceed six months. The purposes of the trip are:

- (a) To survey the problem of psychological screening of indigenous personnel in FE with a view to determining the best kind of program for the screening in terms of needs, first of FE and second of the Agency as a whole.

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(b) [REDACTED]

This work will be under the professional direction of the Chief, A & S Staff. It will be conducted in close coordination with the Chief, Training, [REDACTED]

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[REDACTED]

8. Logistics Training Program. The Administrative Officer and Chief, Services and Supply Section, OTR, attended a joint OTR-Logistics Planning session concerning the activation of the program. The principal subjects discussed were the proposed revision of the field supply procedures and the administrative support of the program. It is agreed that:

(a) OTR will be responsible for administrative support of the program - transportation, briefings, badges, etc.

(b) [REDACTED]

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(c) [REDACTED]

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9. Project [REDACTED] has been approved by PAC and is awaiting the signature of the DCI. Due to continuing delays in obtaining final clearances of [REDACTED] personnel, the start of film shooting has been postponed. Further prolonged delays may jeopardize the successful completion of the first phase [REDACTED] this fall.

10. The Eleventh Agency Orientation Course was concluded on 7 August. Mr. Harold Stassen of the Foreign Operations Administration made the opening address. He dealt with certain problems facing FOA in its work in Europe. Stress was laid by Mr. Stassen on the necessity for good and accurate intelligence as an aid to him and his colleagues in exercising proper judgment in their work of strengthening the economic and military conditions in the countries friendly to the

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United States. The Orientation Program was concluded by a message from the DCI in which he urged representatives of this Agency to improve upon their working efficiency and devise means for economizing in their various operations. He stressed the need for training which he maintained was essential in order to develop an adequate and effective career service program.

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11. [REDACTED] of the Management Training Division, Office of Training, has been made Chairman by Mr. Lyman Kirkpatrick of a committee of twelve women from various offices of the Agency designed to study certain questions pertaining to the career development of women in CIA. The committee has been broken down into four parts and will study the careers of women (1) in the clerical field, (2) women who have worked in various capacities abroad, (3) women engaged in intelligence activities in headquarters; and (4) will attempt to set forth career advantages for women in government as contrasted with those in industry. This committee hopes to determine whether there is discrimination against women in the Agency, and to set forth career opportunities as they presently exist in CIA.

12. The Reading Improvement Branch of the Intelligence Training Division is currently handling 154 trainees enrolled in nine training courses. This represents the largest number of people sent by the offices of the Agency to take training in reading improvement.

13. During the past week, the Language Services Division gave instruction to 148 students enrolled in introductory and self-study courses. In addition, the Language Laboratory was used for a total of 372 hours, 124 hours of which were outside the normal working day.

14. Students presently in full-time OTH courses	
in CIA installations	336
Students presently in part-time OTH courses	
in CIA installations	880
Students presently in full-time external training .	91
Students presently in part-time external training .	164
<u>GRAND TOTAL</u>	<u>1473</u>

4/ [REDACTED]
FOR MATTHEW SALMO

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